



Job Advertisement

PUBLIC SAFETY FULL TIME DISPATCHER EMERGENCY COMMUNICATIONS CENTER

Applications are now being accepted for a Full-Time position with the Bedford Emergency Communications Center. Duties include, but are not limited to, receiving emergency phone calls and dispatching proper responses for police, fire and emergency medical services. Duties also include clerical and support services for the police and fire departments. Applicants should possess a high school diploma, as well as good typing and communication skills. Successful candidates must be willing to work any shift including nights, holidays & weekends as well as overtime hours when needed, have no criminal record, have a good work history and references and be able to successfully complete required departmental training. Proficiency with Windows based programs, including Microsoft Office is required.

Starting salary is \$18.70/hr (plus additional benefits for EMT Certification). This full-time position averages 37.5 hours per week, working a 4-2 schedule. Previous experience preferred, but will train if necessary. The Town of Bedford offers a comprehensive and generous benefits package.

Application for employment may be downloaded at: www.bedfordma.gov/employment.
The Town of Bedford Job Application is required for all applicants, regardless of whether a resume is submitted.

Applications preferred by Friday, September 4, 2015.

Please send completed applications, resume and letter of interest to:

Sarah Buhler, Human Resources/Management Analyst
SBuhler@bedfordma.gov
Town of Bedford
10 Mudge Way
Bedford, MA 01730
or fax to (781) 275-6310

The Town of Bedford is an Affirmative Action / Equal Employment Opportunity Employer